

Criteria and Performance Indicators (Basis for Ranking)



Criteria and Performance Indicators

For ranking research and development divisions , branch stations, including GASS and STO

Criteria	Percentage
Accomplishment Vs. Target	60
Customer satisfaction	15
Housekeeping	10
Health and safety	5
Compliance to policies	5
TOTAL	100

I. Accomplishments vs. Targets (60%)

Requirement/Remarks	Responsible unit
<ul style="list-style-type: none">○ Must meet 90% of accomplishment to qualify○ Review the logical framework of each program/division/stations○ Formulate the logical framework of the administrative offices/division base on their IMS profile○ Timeliness and completeness of protocol submission○ Report to include matrix and narrative format (highlights semestral and annual)	Division PCPO/OEDDs ISSO/OEDDs OEDDs and PCPO

2. Customer satisfaction(15%)

Requirement/Remarks	Responsible unit
<p>Feedback survey</p> <ul style="list-style-type: none">- Internal and external survey (questionnaire and survey form to be revised c/o ISSO)- Divisions should be proactive in getting feedback from their respective customer/clients	<p>Division ISSO</p>

3. Housekeeping(10%)

Requirement/Remarks	Responsible unit
<ul style="list-style-type: none">○ Base on 5S (Sorting, straightening, systematic, standardized, sustain service)<ul style="list-style-type: none">- Currently ISSO is conducting a random audit for housekeeping (Should be done at least monthly)- IMS system is already in place in the branch station (ISSO has a regular trip in the branch station)- Once a month (last Friday)	ISSO

4. Health and safety (5%)

Requirement/Remarks	Responsible unit
○ Base on HIRADC and PPE usage	ISSO

5. Participation to institute activities (5%)

Requirement/Remarks	Responsible unit
<ul style="list-style-type: none">○ Institute activities to be considered<ul style="list-style-type: none">- Parade- Alay lakad- Tree planting- Sports festival- Anniversary- Christmas party- Field day- R&D conference- Employees night (Muñoz)○ Attendance sheet for the following activities will be forwarded to Admin/HR for consolidation and validation	Admin/HR Lead Division

90% attendance= 5 Points

6. Compliance to policies(5%)

Requirement/Remarks	Responsible unit
<ul style="list-style-type: none">○ Policies for consideration<ul style="list-style-type: none">- Cash advance- Liquidations- Wearing of ID and uniforms- Procurement policies (PhilGeps posting)- PPMP submission- PMS- Statement of assets and liabilities (SALN)	Finance ISSO SPO Admin/HR Lead division